

South Bay Cities Council of Governments

May 22, 2014

TO: SBCCOG Board of Directors

FROM: Steering Committee

RE: Reimbursements to Cities for Their Participation in the Energy Efficiency Climate Action Planning (EECAP) Project

ADHERENCE TO STRATEGIC PLAN:

Guiding Principle: *Seek resources from county, regional, state and federal agencies that will benefit the South Bay.*

BACKGROUND

In the funding that the SBCCOG received from SCE for helping cities prepare their Energy Efficiency Climate Action Plans (EECAP), SBCCOG staff was able to include \$94,000 for reimbursement to participating cities for their staff time. The grant is now underway and a formula for distributing the money needs to be determined.

PROPOSAL

Attached is an excel spreadsheet which divides the participation that we are requesting of cities by the tasks in our scope of work. To summarize the formula proposed, cities could receive funding for their total participation.

Upon completion of: Tasks 1-3, they would be eligible to receive 36%

Task 4 = 31%

Tasks 5-6 = 33%

Cities would be requested to submit an invoice for payment acknowledging that they have completed the tasks as described. The payments would not be made automatically.

RELATIONSHIP TO CAP ASSESSMENT

Almost all of the cities are paying an assessment for climate action planning. In order to receive the reimbursement, cities would need to be paying the assessment so that participation in this effort is fair and equitable to all cities. Rolling Hills and Lawndale have not paid the assessment for the last two years and would not be eligible to receive the reimbursement unless they resume payment of the assessment starting in 2014-2015 for the duration of the EECAP project (includes FY 2015-16).

Furthermore, the SBCCOG would still require the assessment to be paid. This allows the SBCCOG to use the assessment funds for other aspects of the climate action plan since these funds are not as restricted as the EECAP funds.

The current assessments based on population are as follows:

- Cities above a 75,000 population (Torrance, Inglewood, Carson & Hawthorne) are paying \$5250/year. The City and County of Los Angeles also pay this assessment for coordination work that we do with their CAP efforts but they are not involved in the

EECAP work. This is 10% of the total collected from the 15 cities (excluding Los Angeles).

- Cities with populations under 75,000 but above 30,000 (Redondo Beach, Gardena, Rancho Palos Verdes, Manhattan Beach & Lawndale if they paid) are paying \$3750/year. This is 7.2% of the total collected from the 15 cities.
- Cities with populations under 30,000 (Lomita, Hermosa Beach, El Segundo, Palos Verdes Estates & Rolling Hills Estates) are paying \$2250/year. This is 4.3% of the total collected from the 15 cities.
- Rolling Hills would be \$1125/year if they paid the assessment. This is 2.2% of the total collected from the 15 cities.

RECOMMENDATION

The Steering Committee recommends that the reimbursement be based on the same population formula as the assessments. Therefore, the total payments that cities would be eligible to receive would be as follows:

- Torrance, Inglewood, Carson & Hawthorne - \$9400
- Redondo Beach, Gardena, Rancho Palos Verdes, Manhattan Beach & Lawndale - \$6770
- Lomita, Hermosa Beach, El Segundo, Palos Verdes Estates & Rolling Hills Estates - \$4045
- Rolling Hills - \$2070

Reimbursements requests can be submitted after task completion and cities that are not paying the assessment are not eligible for the reimbursement.

Draft Calculations for EECAP City Staff Reimbursements

Reimbursement Budget:	\$	94,000.00	
City Participating			15
Budget/City	\$	6,266.67	
Reimbursement by tasks:			
Tasks 1-3	\$	2,228.15	36%
Tasks 4	\$	1,949.63	31%
Task 5-6	\$	2,088.89	33%

Task	City Participation	Estimated Hours
Task 0.1: Kickoff Meeting	⟨ Attendance at February 19 meeting or follow-up call with COG	1
<i>Total Task 0.1 hours</i>		1
Task 1: Assessment + Planning Report	⟨ Meet with COG/Atkins for 1-on-1's, provide follow-up information	3
	⟨ Review Draft Report and provide comments	3
	⟨ Attend bi-monthly EECAP meeting	1
<i>Total Task 1 hours</i>		7
Task 2: EECAP Template Draft	⟨ Review Template Draft and provide comments	1
<i>Total Task 2 hours</i>		1
Task 3: Inventory, Forecast, and Targets Report	⟨ Provide additional data if needed	2
	⟨ Discuss preliminary target-setting with COG	2
	⟨ Review Report and provide comments	2
	⟨ Attend bi-monthly EECAP meeting	1
<i>Total Task 3 hours</i>		7
Task 4: Measures Report and Tool Framework	⟨ Meet with COG staff to review menu of measures	2
	⟨ Provide feedback on strategies the city could implement after internal city discussion	4
	⟨ Attend 2 bi-monthly EECAP meetings	2
	⟨ Review measures and discuss adding measures if needed for target	4
	⟨ Review Tool Framework and provide comments	2
<i>Total Task 4 hours</i>		14
Task 5: Draft EECAP and Tool	⟨ Review Draft EECAP and provide comments	2
	⟨ Attend Tool training workshop and provide comments	3
	⟨ Attend 2 bi-monthly EECAP meetings	2
<i>Total Task 5 hours</i>		7
Task 6: Final EECAP and Tool	⟨ Attend bi-monthly EECAP meeting	1
<i>Total Task 6 hours</i>		1
Task 7: EECAP Adoption	⟨ Assist COG in developing presentation and write-up for adoption	2
	⟨ Attend Council/Board meeting to adopt EECAP	4
	⟨ Attend final EECAP meeting	1
<i>Total Task 7 hours</i>		7
Total Hours		45